



Town of Reading
16 Lowell Street
Reading, MA 01867

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January 12, 2016

Site Plan Review **DECISION**

RECEIVED
TOWN CLERK
READING, MASS.
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Project: 258-262 Main Street
Applicant: Reading CRE Ventures, LLC

To the Town Clerk:

This is to certify that, at a public hearing of the Community Planning and Development Commission opened on December 14, 2015 and closed on January 11, 2016 by a motion duly made and seconded, it was voted:

“We, the Reading Community Planning and Development Commission, upon request from Reading CRE Ventures LLC, under the provision of Section 4.6 of the Zoning Bylaws of the Town of Reading, and MGL Chapter 40A Section 3, to consider the contemplated site plan for 258 and 262 Main Street (Assessors Map 11 Lots 193 and 194) – as shown on the Site Development Plans prepared by Markey & Rubin, Inc., dated August 26, 2015 and most recently revised December 28, 2015, and architectural plans prepared by Luna Design Group, dated July 29, 2015 – do hereby vote 4-0-0, to approve the said plans, subject to the Findings and Conditions below.”

Materials Submitted:

The following materials were submitted into the public record:

- a) Development Review Team meeting notes, dated 10/21/15.
- b) Site Plan Review Application, Narrative, Property Deed and Filing Fee, received 11/5/15.
- c) Certified List of Abutters, dated 9/28/15.
- d) Sheet CO – Cover Sheet: entitled “Site Development Plan”, 258 Main Street / 262 Main Street, Reading, MA, prepared by Markey & Rubin, Inc., dated 8/26/15, revised 12/28/15.
- e) Sheet EC – Existing Conditions Plan, 258 Main Street, Reading, MA, prepared by Markey & Rubin, Inc., dated 8/26/15, revised 12/28/15.
- f) Sheet SP – Proposed Site Plan, 258 Main Street, Reading, MA, prepared by Markey & Rubin, Inc., dated 8/26/15, revised 12/28/15.
- g) Sheet D1 – Proposed Detail Plan 1, 258 Main Street, Reading, MA, prepared by Markey & Rubin, Inc., dated 8/26/15, revised 11/02/15.
- h) Sheet D2 – Proposed Detail Plan 2, 258 Main Street, Reading, MA, prepared by Markey & Rubin, Inc., dated 8/26/15, revised 12/28/15.

- i) Sheet SI – Proposed Signage Plan, 258 Main Street, Reading, MA, prepared by Markey & Rubin, Inc., dated 12/28/15.
- j) Sheet LP – Proposed Landscape Plan, 258 Main Street, Reading, MA, prepared by Markey & Rubin, Inc., dated 11/02/15, revised 12/28/15.
- k) Sheet A1.00 – Basement Floor Plan, prepared by Luna Design Group, dated 7/29/15.
- l) Sheet A1.01 – First Floor Plan, prepared by Luna Design Group, dated 7/29/15.
- m) Sheet A1.02 – Second Floor Plan, prepared by Luna Design Group, dated 7/29/15.
- n) Sheet A1.04 – Fourth Floor Plan, prepared by Luna Design Group, dated 7/29/15.
- o) Sheet A1.05 – Roof Plan, prepared by Luna Design Group, dated 7/29/15.
- p) Sheet A2.00 – Exterior Elevation-North and South, prepared by Luna Design Group, dated 9/20/15.
- q) Sheet A2.01 – Exterior Elevations-East and West, prepared by Luna Design Group, dated 9/20/15.
- r) Sheet A2.04 – Exterior Perspectives, prepared by Luna Design Group, dated 9/20/15.
- s) Sheet A2.04 (in color) – Exterior Perspectives, prepared by Luna Design Group, dated 9/4/15.
- t) Photometric Plan 1– 258 Main Street Site Lighting, prepared by Photometrics LLC, dated 9/10/15.
- u) Photometric Plan 2– 258 Main Street Site Lighting, prepared by Photometrics LLC, dated 9/10/15.
- v) Lighting Features & Specifications – Saber LED Area Light LSBW Series, prepared by Techlight (www.techlightusa.com), received 1/4/16.
- w) Drainage Report for 258 & 262 Main Street, Reading MA, prepared by Markey & Rubin, Inc., dated 8/26/15.
- x) Letter from Reading Historical Commission to Building Commissioner, dated 6/16/15.
- y) Letter from Huan Li, 19 Pinevale Ave., to CPDC, dated 11/26/15.
- z) Email from Huan Li, 19 Pinevale Ave., to Planning Staff, dated 11/30/15.
- aa) Memo from Planning Staff to CPDC, dated 12/10/15.
- bb) Memo from Town Engineer to Community Development Director, dated 12/14/14 [15].
- cc) Bird's Eye View maps of the subject property, submitted by the Applicant at the meeting on 12/14/15.
- dd) A copy of the Board of Selectmen Policy concerning Access to Public Ways, submitted by the Applicant at the meeting on 12/14/15.
- ee) Memo from Community Development Director to Applicant, dated 12/15/15, updated 1/7/16.
- ff) Email from Ian Rubin, P.E., to Community Development Director, dated 1/4/16.
- gg) Email from Lieutenant Jackson to Applicant, dated 12/15/15.
- hh) Email from Fire Chief to Community Development Director, dated 1/6/16.
- ii) Email from Jennifer Killeen, 12 Pinevale Ave., to Community Development Director, dated 1/11/16.
- jj) Memo from Markey & Rubin, Inc., to Town Engineer, dated 1/11/16.
- kk) Memo from Town Engineer to Community Development Director, dated 1/11/16.
- ll) Lighting Specification – Evolve LED Wall Pack N Series (EWNA), prepared by GE Lighting, submitted by Applicant to CPDC at hearing on 1/11/16 as example of lighting to be used on balcony.
- mm) Glass Specification – Okalux Light Diffusing Insulating Glass, submitted by Applicant to CPDC at hearing on 1/11/16 as example of alternative screening method for north façade.

Findings:

- 1) **Overview:** The Applicant seeks Site Plan approval from the CPDC under Section 4.6 of the Reading Zoning Bylaw for demolition of two existing buildings and construction of a new 14,851 square foot, 45-foot, four-story, multi-tenant office/retail building with fifty 9'x18' parking spaces (including two 8'x18' handicap spaces), one 35'x15' loading bay, fully-accessible pedestrian walkways and ramps, an 8-foot wooden screening fence along the entire northern and a portion of the southern property lines, a bike rack, a dumpster, and a 3-phase

transformer. Site work will include re-grading, re-paving, retaining walls, stormwater improvements, and landscaping.

- 2) Zoning: The proposed office/retail uses are permitted in the Business A Zoning District.
- 3) Interior Space: The proposed structure will comprise 14,851 gross square feet, and 10,205 net leasable square feet. The gross square footage will be provided as follows: 376 (basement); 3,546 (1st floor); 4,241 (2nd floor), 4,241 (3rd floor), and 2,447 (4th floor).
- 4) Noise: The proposed uses are not anticipated to generate noise beyond what is typical for an office/retail building with associated parking/loading.
- 5) Lighting: The parking lot will be illuminated by six pole-mounted light fixtures, four of which will be very close to property lines. The submitted Lighting Plan depicts Foot candle (Fc) values of between 0.0 and 0.4 where the site abuts other properties. The poles will be 15 feet in height; the lights will be neutral white in color. All site and exterior building lighting beyond what is needed for security purposes will be programmed to shut off at the close of business.
- 6) Landscaping/Screening: The project will include 8-foot wooden screening fencing along the entire northern and a portion of the southern property lines, as well as additional plantings. The Applicant has agreed to provide louvers over the windows on the north façade of the building, or to find an alternate solution – such as frosted glass – that provides better screening for abutters.
- 7) Resource Area Plantings: The Conservation Administrator has indicated that the planting of Pyramidal Arborvitae (which are native to New England) within the 100-foot wetlands buffer is acceptable.
- 8) Public Safety: The building will be fully sprinklered, fully alarmed, and accessible from all four sides. The Fire Department has indicated that they have no issues with the site plan dated 12/28/15. The project is providing 50 parking spaces in compliance with the ZBL requirement for the proposed uses, which should preclude spillover of traffic onto Route 28. At no time shall any delivery trucks block vehicular circulation through the site.
- 9) Drainage: A Drainage Report was submitted as part of the Site Plan Review application to demonstrate compliance with the Massachusetts Stormwater Management Standards. The Applicant will work with the Town Engineer to ensure all design requirements are met.
- 10) South Main Street Design Guidelines: The Applicant has considered and incorporated recommendations of the Guidelines in the site design.
- 11) Complete Streets Policy: A bike rack will be located at the front of the site.
- 12) Pedestrian Access: A public walkway, which will connect to the sidewalk along Main Street, is proposed around all sides of the building. The walkway will connect the sidewalk and the parking areas to the building entrances.
- 13) Signage: A separate application for a Master Signage Plan will need to be reviewed and approved by the CPDC for the proposed multi-tenant commercial building.

- 14) Approval Not Required Plan: It is anticipated that an Approval Not Required (ANR) Plan will be submitted to the CPDC for review and approval, to consolidate Lots 193 and 194 prior to redevelopment of the site.
- 15) Demolition Delay: On December 10, 2015, the Reading Historical Commission imposed a 6-month Demolition Delay on the structure at 258 Main Street.

The Site Plan Decision herein does not include approval for any future uses or site renovations that may – on their own merits and design – trigger the requirements of site plan review and/or require a special permit. All future proposed uses requiring a site plan review or a special permit shall obtain such approval(s) prior to occupancy of any tenant space.

Conditions:

General:

- 1) **Public Health, Safety and Welfare**: If, at any time, the site becomes a nuisance to public health, safety or welfare (i.e., traffic spillover onto Route 28, excessive noise, unreasonable site illumination beyond the hours of operation, etc.) – as shall be evidenced by substantiated complaints to the Police Department or Public Services Office – the Applicant/Owner shall agree to work with staff to rectify the problem. Should the situation warrant it, an additional Site Plan Review by the CPDC may be required.
- 2) **Utilities**: All utilities, structures, frames and covers shall meet the Town of Reading standards. The electric utility plan is subject to approval by the Reading Municipal Light Department (RMLD).

Prior to the Commencement of Site Work:

- 3) **Engineering Concerns** – the Applicant shall work with Engineering staff to address the concerns delineated in the memo from George J. Zambouras, Town Engineer to Julie Mercier, Community Development Director dated December 14, 2014 [2015].
- 4) **MassDOT**: The Applicant shall work with Engineering Staff to determine whether MassDOT approval is required for modifications to existing curb cuts, and to clarify the Board of Selectmen's policy regarding access to public ways. If MassDOT approval is required, the Applicant shall submit documentation of such approval for the proposed curb cuts. In the event that conditions imposed by MassDOT require changes to the plan, such changes shall be submitted for review by the CPDC prior to the commencement of site work.
- 5) **Conservation Concerns** – Though a Conservation Commission filing is not required for the resource area on-site, the Applicant shall contact Chuck Tirone, Conservation Administrator regarding a site visit and the establishment of erosion controls prior to site clearing.

Prior to the Issuance of Building Permits and Prior to the Start of Construction:

- 6) **Screening / Siding**: The Applicant shall work with the Community Development Director to find an acceptable solution for screening the windows on the northern façade of the building. The Applicant shall submit samples and shop drawings for any proposed filming or frosted glass for review and approval by the Community Development Director. The 8-foot wooden fence depicted on the approved plans along a portion of the northern property line shall be extended the full length of the northern property line. The Applicant shall also work with the

Community Development Director to find an acceptable material and color of siding for the exterior of the building, and shall submit samples and shop drawings for such.

- 7) **Vacant Properties Bylaw:** The property shall be kept neat and clean while vacant, per General Bylaw Section 8.10 Maintenance of Vacant Buildings and Land. The property is currently in violation of this bylaw and continued non-compliance will result in enforcement which may include daily fines. The property is also expected to comply with this bylaw after demolition and prior to issuance of a building permit.
- 8) **Approval Not Required Plan:** An ANR shall be submitted to the CPDC for consolidation of the two existing properties into a single lot.
- 9) **Other Permits:** The Owner/Applicant is responsible for obtaining all other requirements and permits including but not limited to, utility connections, sewer, water, curb cut, street opening and Jackie's Law excavation permits from the Engineering Department (prior to excavation), and Board of Health approvals.
- 10) **Demolition Delay:** The Applicant shall submit documentation of completion of the demolition delay process from the Historical Commission.
- 11) **Pre-construction Meeting:** The Owner/Applicant and contractors shall coordinate with the Community Development Director to schedule a pre-construction meeting with Town staff prior to applying for demolition and/or building permits, in order to review these conditions and any and all final construction sequencing, details and plans for this project.
- 12) **Site Plan Revisions:** The Applicant shall revise the Site Plan pursuant to any conditions imposed herein and submit 2 full-size (24x36) copies of the revised plans to the Community Development Director for review and approval prior to the issuance of a Building Permit.
- 13) **Rooftop Mechanicals:** the Applicant should submit a roof layout plan and address the shielding of such units and the visual and audible impact of the units and shielding on height requirements. In addition, the proposed floor plans need to be revised to depict an above-grade electrical meter room with external access.
- 14) **Transformer:** The Applicant shall provide a dimensioned detail of the proposed transformer so that the Building Commissioner can determine whether it should be setback further from the property line.
- 15) **ADA/MAAB:** Certification shall be furnished to the Community Development Director that the proposal is in conformance with the provisions of the Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (AAB).
- 16) **Stormwater:** A Stormwater Operation and Maintenance Plan shall be submitted for review and approval by the Engineering Department prior to the start of construction. The Plan shall be developed for construction and post construction procedures and shall be provided in a report separate from the construction plans.
- 17) **Construction Schedule:** A construction schedule shall be submitted to the Community Development Director, Town Engineer, Conservation Commission and Building Inspector prior to the start of construction.
- 18) **Construction Drawings:** Full construction documents must be submitted and approved by the Fire Department. A building permit shall not be issued until the Fire Department has approved the plans.
- 19) **I/I Fee:** The Applicant is subject to the required Inflow/Infiltration Fees if it is determined that the new sewer flow usage is greater than historical usage.

During Construction:

- 20) **Construction Hours:** Construction shall be limited to the hours stated in Section 8.9.8 “Construction Hours” of the Reading General Bylaws and said hours shall be posted in a conspicuous place at the entrance prior to any work on the site.
- 21) **Construction Activities:** Construction activities shall be conducted in a workmanlike manner at all times. Blowing dust or debris shall be controlled by the Applicant through stabilization, wetting down, and proper storage and disposal methods, subject to the approval of the Health Director or designee. The Applicant shall ensure that the abutting local streets are kept clear of dirt and debris, which may accumulate as a result of construction activities for the Project. Documentation shall be provided demonstrating ongoing pest management control, subject to the approval of and administration by the Health Director.
- 22) **Site Inspections:** Town staff or their designee shall have reasonable access to inspect the site to determine compliance with this Decision.
- 23) **Coordination with Town Officials:** The Applicant and/or its contractor shall provide – during construction – complete, full coordination with local officials on making alterations to existing utilities, future utilities on site shall be installed underground, subject to local utility approval.
- 24) **Water Services:** All water services and connections shall be in accordance with the Town of Reading’s Water Department standards.
- 25) **Plan Changes:** Any changes to the site layout or utility design during site work or construction shall be submitted to the Engineering Division and Community Development Director for review and approval prior to the construction of the change in design.
- 26) **Bond:** The Applicant/Owner shall furnish a bond for the final As-Built plans prior to the issuance of the final certificate of occupancy. The bond amount shall be determined by the Town Engineer. The bond shall be returned once the requirements of this condition are met.

Prior to the Issuance of a Certificate of Occupancy:

- 27) **Compliance Review:** The Applicant shall schedule a meeting with the Building Inspector and Community Development Director before a request for a Certificate of Occupancy to review compliance with this decision and any other applicable permits.
- 28) **Handicap Parking:** The handicap parking spaces shall be properly posted in the locations depicted on the approved Signage Plan.
- 29) **Dumpster:** The Applicant shall enclose the dumpster as required by the Health Director and shall stabilize the enclosure as specified within the Community Development Director’s memo dated 1/7/16.
- 30) **Signage:** No business advertising signage is approved by this decision. Signs for each business require a Certificate of Appropriateness (COA) from the CPDC. Alternatively, a Master Signage Plan for the property shall be submitted for review and approval by the CPDC before being submitted to the Building Inspector for a sign permit. The proposed signage must comply with Section 8 of the Reading Zoning Bylaws.
- 31) **Rooftop Mechanicals:** Any proposed or future rooftop mechanicals, or exterior building equipment, shall be screened with sound control devices or construction that mitigates the equipment noise. The equipment shall be set back from building facades so that it is not

visible from street views or the abutting residential neighborhood, or screened from view behind parapets enclosed within architectural elements that integrate it into the building design.

- 32) **Architecture:** The building façade on each elevation (north, south, east, west) shall be substantially as indicated on the approved architectural plans and elevations.
- 33) **Landscaping:** The landscaping shall be installed as indicated on the final approved landscape plans. In the event that weather conditions prevent completion of the proposed landscaping prior to the desired date of occupancy, the Applicant shall submit a bond to cover the cost of installation of the remaining landscaping features.
- 34) **As-Built Plans:** Two full size paper copies and electronic AutoCAD final As-Built plans showing the building footprint, drainage systems and utility connections shall be submitted to the Community Development Director and Town Engineer to ensure compliance with this decision and other applicable Town standards. The bond held for this requirement will be returned to the Applicant once this condition has been fulfilled.

Conditions for Ongoing Maintenance after Occupancy:

- 35) **Site Circulation & Parking Evaluation:** The Community Development Director and Town Engineer will review with the Applicant how the actual parking and circulation at the site is working and will make a report to the CPDC six (6) months after the issuance of occupancy permits representing 60% of the building floor area, to evaluate impacts on parking and site circulation.
- 36) **Lighting:** All exterior building and site lighting shall comply with the dark sky initiatives (light shall shine down only) with the light source being fully shielded (with cutoff shields) so that no lighting or glare spills onto abutting properties. Any exterior lighting that is required for security purposes may be illuminated by photocells and is not required to be extinguished at the close of business. All site and building lighting, beyond what is needed for security purposes, shall be programmed to shut off at the close of business each day.
- 37) **Landscaping:** The landscaping as depicted on the approved plan shall be maintained in a healthy condition in perpetuity. In the event that landscaping is damaged during snow removal operations, the property owner shall replace such landscaping during the next growing season.
- 38) **Off-Street Loading and Delivery:** No delivery trucks shall queue on Main Street or within the on-site circulation aisles in a manner that impedes traffic flow through the parking lot. Delivery by tractor trailer shall be prohibited.
- 39) **Snow Removal:** Snow shall be stored in the areas identified on the plan, in accordance with the approved snow management plan, and shall not impact the landscaping, pedestrian pathways or parking areas beyond the 3 parking spaces depicted for snow storage. Snow shall be removed from the site by the Applicant and/or its designee if the accumulated snow exceeds the capacity of the snow storage area or impedes pedestrian pathways or the parking lot.
- 40) **Dumpster:** The dumpster enclosure shall be maintained in good condition by the property owner. The fence shall be repaired or replaced as necessary to maintain screening to the abutting residential neighborhood and ensure containment of all trash and debris.

- 41) **Trash Removal:** All trash collection and disposal is the responsibility of the owner. The trash removal schedule may require adjustments upon the future development and occupation of the vacant retail units and the future uses of the upper floors. The Applicant or future owner shall ensure daily that exterior areas of the site remain clear of debris, trash and any equipment used in connection with any commercial activities on site.
- 42) **Storm Water Operations & Maintenance:** Annual O&M reports shall be delivered to the Town Engineer by January 15th of each year.
- 43) **Outdoor Seating Area:** The outdoor seating area at the rear of the site shall be located no closer than 50 feet from the northerly residential property line.

Modifications/Revisions - Plan Changes after Approval by the Approving Authority:

Contemplated future changes to the plan approved herein shall be presented to the Community Development Director and the Zoning Enforcement Officer/Building Inspector, or other relevant Town staff, for review prior to implementation of proposed changes.

1. Minor Modification: Changes that do not substantially alter the concept of the approved Plan in terms of the specific location, the proposed land use, the design of building form and approved building details and materials, site grading or egress points. These include but are not limited to small changes in site layout, topography, architectural plans, landscaping plan, traffic circulation, parking, lighting, signage, open space or other criteria set forth in Section 4.6.9.1. Requests for approval under a minor modification for future renovations/alterations to the approved site plan or for future tenant changes shall be reviewed by the Community Development Director to determine if the proposed work qualifies for review through the Minor Site Plan Review process of Section 4.6.3 of the Reading Zoning Bylaw. If the work is eligible for review under Minor Site Plan review, the Community Development Director may review and grant approval of the proposed work by administrative approval of the Minor Modification. At the determination of the Community Development Director, the Applicant may be required to present the proposed project at a public meeting of the CPDC.

2. Major Modification: Substantial additions, deletions or deviations from the approved plan, including but not limited to changes in site layout, topography, architectural plan, landscaping plans, traffic circulation, parking, lighting plan, signage, open space or other criteria set forth in Section 4.6.9.1 of the Reading Zoning Bylaw. (Note: Approval of the major modification shall be grounds for reconsideration of the Site Plan application. Denial of proposed major modifications shall not invalidate the Site Plan in conformance with the previously approved Plan).

Signed as to the accuracy of the vote as reflected in the minutes:


Julie D. Mercier, Community Development Director

1/12/16
Date

Cc: Applicant, Town Clerk, DRT Staff, planning file